



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TELECOMMUNICATIONS SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To provide operational logistic support, plan for operational and preventive maintenance and schedule the staff and equipment necessary to complete that work within the Information Technology Department. To organize data necessary to analyze operational management and costing information using all appropriate systems and methods including the Computerized Maintenance Management System (CMMS).

Supervision Received and Exercised:

Receives general supervision from supervisory or management staff.

The Telecommunications Specialist exercises some functional and technical supervision over lower level and temporary staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

Maintain computerized digital records for the City Communications system. Create and generate reports and provide technical information to Communications staff, vendors, other City departments, and outside agencies.

Create, distribute, track, and resolve work orders based on requirements from internal and external entities for work to be performed on communications and distribution systems.

Establish programs for the predictive and preventive maintenance of communication systems and communication distribution systems based on historical data of maintenance and use.

Monitor and assist in developing, administering and coordinating the Telecommunications Division budget.

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Schedule staff and equipment necessary to carryout the predictive and preventive operational maintenance activities within the Information Technology Department.

Manage city-wide telecommunications parts and equipment inventory including cost recovery for labor and materials; manage telecommunications equipment, maintenance contracts, and billings to the Tempe Public School District.

Coordinate telecommunications installations for city departments; advise and assist staff with technical problems.

Prepare monthly, quarterly, and annual reports; negotiate, review, monitor and process telecommunications contracts, billings, and payments to vendors.

Participate in the selection of staff; facilitate interdepartmental training; develop and maintain procedure manuals.

Research, recommend, and implement computerized management systems and special projects; attend professional meetings and seminars.

Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience in computer practices using an Inventory Management System (IMS) or Computerized Maintenance Management System (CMMS) or an Asset Management System (AMS) **including** two years experience using computerized spreadsheet and database management applications. A qualified candidate must also have three years of increasingly responsible clerical experience in accounting, purchasing, contracts, or another closely related field. All experience may be concurrent.

Training:

Equivalent to the completion of the twelfth grade supplemented by training or course work in bookkeeping, accounting, business, computer science, telecommunications, information technology or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

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Job Code: 2370

Salary Range: 23

Compensation Plan: P40 / Regular

FLSA: Non-Exempt